

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439 AIRLIFT WING INSTRUCTION 10-701**

**22 AUGUST 2013**



***Operations***

***OPERATIONS SECURITY (OPSEC)***

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This instruction implements AFPD 10-7, *Information Operations* and AFI 10-701, *Operations Security (OPSEC)*. It establishes responsibilities and guidelines for conducting the 439 AW OPSEC program and augments, but does not supersede, any AFI or AFRC Supplement. It applies to all base operating support (BOS) contractors and units assigned or attached to Westover ARB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 OSS/OSX, Building 1610, Room 132, Westover ARB, MA 01022-1777.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed to ensure compliance.

**1. The Goal of OPSEC.** The purpose of OPSEC is to identify, evaluate and protect critical or sensitive information, relating to the 439 AW daily and wartime activities. OPSEC utilizes a continuous 5 step process to reduce vulnerabilities by eliminating or reducing successful adversary collection and exploitation of critical information.

**2. General Guidelines.**

2.1. OPSEC procedures should be closely coordinated with base security and information protection disciplines to ensure uniformity.

2.2. Commanders at every level must take an active role in the OPSEC program to ensure its success.

2.3. All base personnel are required to comply with the guidance from AFI 10-701, *OPERATIONS SECURITY* and AFRC Supplement to AFI 10-701 in addition to the following requirements:

**2.4. Wing Commanders will:**

2.4.1. Issue a wing OPSEC policy letter.

2.4.2. Appoint a primary and alternate(s) wing OPSEC Program Managers IAW AFI 10-701.

2.4.3. Provide funding for OPSEC awareness and training.

2.4.4. Ensure wing airmen are informed of command guidance on disciplinary action for failure to follow OSPEC policies and the unauthorized disclosure of critical or sensitive information.

**2.5. Wing OPSEC Program Managers will:**

2.5.1. Ensure each unit has designated OPSEC representatives appointed in writing by their commander.

2.5.2. Brief the Wing Commander (at a minimum, annually) on the status of the OPSEC program to include: mission planning, Critical Information (CI) protection, unit compliance and training.

2.5.3. Provide OPSEC support to tenant units. Interaction with tenant units may occur at the monthly Host-Tenant meetings.

2.5.4. Maintain the wing's OPSEC electronic continuity book including unit specific information such as: CIL's, appointment letters, coordinator training, policy letters, unit training awareness and wing assessment tracking.

2.5.5. Evaluate (at a minimum, annually) the effectiveness of the Wing Commander's guidance for 100% shredding of all wing generated paperwork.

2.5.6. Conduct Staff Assistance Visits (SAV) to wing organizations ensuring compliance with this guidance.

2.5.7. Ensure an OPSEC coordinator is scheduled for each UTA to brief OPSEC at the Newcomer's in-processing training.

2.5.8. Maintain the 439 AW Supplement to AFI 10-701 as necessary by incorporating any modifications submitted or changes to governing instructions.

2.5.9. Order and update OPSEC training materials from the Interagency OPSEC Support Staff (IOSS) as necessary.

2.5.10. Maintain the electronic training library presently located at:  
***Y:\OG\OSS\OSX\439 AW OPSEC Continuity Book\3.0 - OPSEC Training***

2.5.11. Coordinate with contracting to ensure all contractor POCs and civilian employees receive an OPSEC briefing or review an OPSEC Policy letter when they are given access to the base.

2.5.12. Wing PMs should be considered as either permanent members or advisors to the 439 AW Exercise Evaluation Team (EET).

**2.6. Unit OPSEC POC/Coordinators will:**

2.6.1. All OPSEC Unit Coordinators must continuously review their programs to mitigate the release of unclassified information affecting the unit's mission, personnel or equipment.

2.6.2. Complete the mandatory monthly OPSEC awareness training.

2.6.3. Ensure unit OPSEC bulletin boards comply with all AF and wing guidance.

2.6.4. Ensure procedures are in place to control the distribution of wing and unit critical information.

2.6.5. Accomplish the OPSEC MICT checklist annually as directed by the wing OPSEC PMs.

2.6.6. Continuously evaluate the work environment ensuring OPSEC is incorporated into daily operations.

2.6.7. Advise their unit commander and his/her staff on OPSEC issues. Forward any OPSEC issues to the wing PMs.

2.6.8. Assist the wing PMs in conducting wing assessments, unit surveys, Newcomer's briefing and other OPSEC related duties.

2.6.9. Ensure OPSEC program includes all personnel who may have potential access to critical information to include Airmen, civilians and family members.

2.6.10. Monitor unit web pages, publications and other venues that disseminate information to unit personnel ensuring protection of CI.

2.6.11. Ensure the wing PMs are immediately forwarded a copy of a new OPSEC appointment when a new coordinator is appointed. Individuals assigned as unit coordinators should accomplish all required training and newcomers' checklist within 90 days from the date of appointment.

2.6.12. Responsible for notifying the PM if their unit's CIL cards needs updating or if any unauthorized release of CI is brought to their attention.

2.6.13. Provide OPSEC guidance and materials to member's families to ensure they understand their role in protecting the base's CI. Deployed personnel and their families are especially susceptible to inadvertently divulging our critical information via their electronic communications.

2.6.14. Notify the AFOSI immediately when becoming aware of an unsolicited request (verbal, electronic or written) is received for critical or sensitive information.

**2.7. Public Affairs (PA) Office** has a unique position in protecting Critical information while at the same time complying with the Department of Defense Principles of Information.

Open communication between the OPSEC Program Manager and the Chief of Public Affairs must be maintained to have an effective OPSEC Program.

**2.7.1. The 439 AW Public Affairs office will:**

2.7.1.1. Appoint a primary and alternate OPSEC representative in writing to facilitate the protection of critical and sensitive information during the day-to-day operations.

2.7.1.2. Inform the OPSEC Program Manager of higher headquarters policy and guidelines on critical information approved for release to the public.

2.7.1.3. Ensure media releases do not contain critical information outside of the scope of information approved for release by higher headquarters. The protection of critical information is always important and risk management must be utilized to mitigate the adverse effects to the mission or exercises.

2.7.2. Act as Wing Staff Coordinator responsible for managing all wing staff functions, Aeromedical Staging Squadron (ASTS), Aerospace Medicine Squadron (AMDS), Recruiters and Finance (FM).

**2.8. OPSEC Working Group will:**

2.8.1. The OPSEC working group will be appointed by the wing commander. The OWG will include functional areas deemed necessary by the Wing Commander and the OPSEC PMs.

2.8.2. The working group will meet annually; during initial planning phase of any major 439AW exercises, deployments, and events; or as directed by the installation commander. It is the wing's forum for OPSEC issues.

2.8.3. Periodically review the wing's critical information list.

2.8.4. Assist in any OPSEC surveys or assessments.

2.8.5. Pass recommendations to the appropriate wing, group or unit agency.

**2.9. All 439 AW Personnel will:**

2.9.1. Know and protect wing and unit critical information. This information is located on the OPSEC telephone cards located by every phone.

2.9.2. Ensure personnel receiving critical or sensitive information to, have a "need to know" prior to releasing or transmitting this information.

2.9.3. Scrutinize all information posted on social or internet based bulletin boards for critical or sensitive information.

2.9.4. Notify their supervisors and OPSEC representatives if any critical information is discovered on public internet sites.

2.9.5. Not publish or distribute any documents (paper or electronic) that contain CI without first conferring with wing OPSEC PMs and/or the Public Affairs office.

2.9.6. Encrypt all email that contains either wing or unit critical information or Personally Identifiable Information (PII).

2.9.7. Immediately report to Wing or Unit OPSEC coordinators if an unsolicited request (verbal, electronic or written) is received for critical or sensitive information.

STEVEN D VAUTRAIN, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Pub 3-54, *Joint Doctrine for Security Operations*

AFPD 10-7, *Information Operations*

AFI 10-701, Operations Security (OPSEC) Instructions

AFRC Supplement to AFI 10-701, Operations Security (OPSEC)

AFI 33-363, Management of Records

***Abbreviations and Acronyms***

**439 AW**—439th Airlift Wing

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**BOS**—Base Operations Support

**CI**—Critical Information

**CILs**—Critical Information Listings

**EET**—Exercise Evaluation Team

**OPR**—Office of Primary Responsibility

**OPSEC**—Operations Security

**PA**—Public Affairs

**PM**—Program Manager

**UC**—Unit Coordinators

## Attachment 2

## CRITICAL INFORMATION ITEMS GUIDANCE

**A2.1. Critical Information. NOTE:** This telephone card provides general guidance concerning 439 AW Critical Information items. Individuals should review and familiarize themselves with the following listing and their unit-specific Critical Information items. Each Unit and Group OPSEC Coordinator should develop specific Critical Information listings for their organization and incorporate them in the bottom block of the CIL card. Coordinators are

Figure A2.1. Critical Information.

| <b><i>CRITICAL INFORMATION</i></b>  |  |
|---|--|
| Use the following list as a guide to protect information  |  |
| <b>Capabilities</b>   | Mission objectives, capabilities, and generation rates<br>Capabilities and limitations of specific aircraft, units, equipment<br>Personnel and support problems affecting capability<br>Weather limitations affecting capabilities<br>Ramp space limitations<br>Vulnerability of resources to sabotage/penetration |
| <b>People &amp; Equipment</b>   | Force composition for operations/deployments<br>Quantities of supplies and equipment<br>Shortages of supplies and equipment<br>Reliability rates of aircraft and equipment<br>Breakdown of aircraft, loads, and passenger information  |
| <b>Information</b>  | Call signs lists, authentication tables and telephone directories<br>Computer passwords and user ID's<br>"For Official Use Only" Information<br>Existence of contingency plans, OPLANS,<br>Circumstances that execute an OPLAN<br>Specifics contained in Deployment Plans<br>Specific mobility requirements        |
| <b>Indicators</b>   | Presence of (or changes in) personnel/manning at facilities<br>Presence of (or changes in) cargo or equipment<br>Relocation of command centers and unit control centers<br>Increased communications<br>Increase of supplies received from vendors  |
| <b>Unit Specific Critical Information</b>   | <div style="border: 1px solid black; height: 100px; width: 100%;"></div>   |
| Unit OPSEC POC: <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>                                |  |
| <small>A complete ring list may be found in T/OPSEC<br/>           Weavever Critical Information List</small><br><b>439<sup>th</sup> AW OPSEC</b> |  |
| <small>OPR : 439 OWS/OSD<br/>           Signature Date: 1 Jun 12</small>  |  |